WorkCentre 220

User Guide

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Damage related to computer virus

Fuji Xerox is not responsible for any breakdown of machines due to infection of computer virus or computer hacking.

Important

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(2) Parts of this manual are subject to change without prior notice.
(3) We welcome any comments on ambiguities, errors, omissions, or missing pages.
(4) Never attempt any procedure on the machine that is not specifically described in this manual. Unauthorized operation can cause faults or accidents. Fuji Xerox is not liable for any problems resulting from unauthorized operation of the equipment.

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1 BEFORE USING THE MACHINE

PREFACE

Thank you for choosing the WorkCentre 220.

This guide is written for users who are new to the machine and provides information on printing, copying, and scanning operations, as well as troubleshooting, daily maintenance, machine settings, and precautions users should take when operating the machine.

Please read this guide thoroughly to get the most out of the features available. After reading this guide, keep it handy for future reference when you need explanations on particular features of the machine or when you encounter difficulties with the machine during use.

In this manual, safety instructions are preceded by the symbol ⚠.

Always read and follow the instructions before performing the required procedures.

As a member of the International Energy Star Program, Fuji Xerox confirms this product satisfies the requirements for International Energy Star Program standards.

The equipment complies with IEC/EN 60950-1 (which relates to Safety), EN 55022 and EN 55024, (which relate to radio frequency interference regulations).

It was tested by an accredited laboratory and certified by a national recognised certification body.

The equipment is also certified in compliance with applicable standards by various national bodies.

Any unauthorized alteration, which includes the addition of new functions or the connection of external devices, may impact this certification.

Contact your local Xerox representative for a list of approved accessories.

The equipment is manufactured under a registered ISO 9001 Quality System.

RELATED INFORMATION SOURCES

The following additional sources of information are available for the machine.

- Installation Guide
- Companion Suite Pro User Guide

Note - Please note that the screens shown in this guide apply to a fully configured machine and therefore may not exactly represent the configuration being used.

USING THIS GUIDE

This section describes the organization of this guide.

This guide was produced for users who operate the WorkCentre 220 on a regular basis. When reading this guide, refer to the chapter most relevant to the operation you are performing.

Prerequisite knowledge

This guide assumes that the user has basic knowledge of the operating system of the PC in use, networking environments, and how to operate a PC itself.

For details on the operating system in use, basic knowledge of networking environments, and how to operate a PC, refer to the documentation provided with the operating system, network system, and the PC, respectively.

Organization

This guide consists of the following chapters.

Chapter 1 Before using the machine

Describes how to use this guide, safety information, and legal notices.

Chapter 2 Installation

Describes the machine components, and how to install removable parts and connect cables.

Chapter 3 Getting started

Describes the navigation methods and the function list.

Chapter 4 Setting your machine

Describes the machine settings.

Chapter 5 Operation

Describes copying a document and other functions.

Chapter 6 Maintenance

Describes how to replace consumables, troubleshooting, and unit characteristics.

CONVENTIONS

This section describes the conventions used throughout this User Guide. In this User Guide, you will find that some terms are used interchangeably:

- Paper is synonymous with media.
- Document is synonymous with original.
- WorkCentre 220 is synonymous with the machine.

Cautions

Cautions are statements that suggest the possibility of mechanical damage as a result of an action.

For example:

Caution - Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous light exposure.

Notes

Notes are statements that provide additional information.

For example:

Note - Do not add paper to the tray while the machine is printing.

SAFETY NOTES

Read these safety notes carefully before using this product to make sure you operate the equipment safely.

Your Fuji Xerox product and recommended supplies have been designed and tested to meet strict safety requirements. These include safety agency approval, and compliance to established environmental standards. Please read the following instructions carefully before operating the product and refer to them as needed to ensure the continued safe operation of your product.

The safety and environment testing and performance of this product have been verified using Fuji Xerox materials only.

Warning: Any unauthorized alteration, which may include the addition of new functions or connection of external devices, may impact the product certification. Please contact your authorized Service Provider for more information.

Warning markings

All warning instructions marked on or supplied with the product should be followed.

Warning

This WARNING alerts users to areas of the product where there is the possibility of personal injury.

Warning

This WARNING alerts users to areas of the product where there are heated surfaces, which should not be touched.

Electrical supply

This product shall be operated from the type of electrical supply indicated on the product data plate label. If you are not sure that your electrical supply meets the requirements, please consult your local power company for advice.

This product must be connected to a protective earth circuit.

This product is supplied with a plug that has a protective earth pin. This plug will fit only into an earthed electrical outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use an earthed adapter plug to connect the product to an electrical outlet that lacks an earth connection terminal.

Operator accessible areas

This equipment has been designed to restrict operator access to safe areas only. Operator access to hazardous areas is restricted with covers or guards, which would require a tool to remove. Never remove these covers or guards.

Maintenance

Any operator product maintenance procedures will be described in the customer documentation supplied with the product. Do not carry out any maintenance procedures on this product which are not described in the customer documentation.

Cleaning your product

Before cleaning this product, unplug the product from the electrical outlet. Always use materials specified for this product. The use of other materials may result in poor performance and may create a hazardous situation. Do not use aerosol cleaners, they may be explosive and flammable under certain circumstances.

Warning - Electrical safety information

- ▷ Only use the power cord supplied with the equipment.
- ▷ Plug the power cord directly into a grounded electrical outlet easily accessible. Do not use an extension cord. If you do not know whether an outlet is grounded, consult a qualified electrician.
- ▷ Improper connection of the equipment-grounding conductor can result in an electric shock.
- ▶ Do not place this equipment where people might step on or trip over the power cord.
- ▶ Do not place objects on the power cord.
- ▶ Do not override or disable electrical or mechanical interlocks.
- ▶ Do not obstruct the ventilation openings.
- ▶ Never push objects of any kind into slots or openings on the equipment.
- ▷ If any of the following conditions occur, switch off the power to the machine immediately and disconnect the power cord from the electrical outlet. Call an authorized local service representative to correct the problem.
  - The equipment emits unusual noises or odors.
  - The power cord is damaged or frayed.
  - A wall panel circuit breaker, fuse, or other safety device has been tripped.
  - Liquid has spilled into the equipment.
  - The equipment is exposed to water.
  - Any part of the equipment is damaged.

Disconnect device

The power cable is the disconnect device for this equipment. It is attached to the back of the machine as a plug-in device. To remove all electrical power from the equipment, disconnect the power cable from the electrical outlet.

Laser safety information

Caution - Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous light exposure.

With specific regard to laser safety, the equipment complies with performance standards for laser products set by government, national and international agencies as a Class 1 laser product. It does not emit hazardous light, as the beam is totally enclosed during all phases of customer operation and maintenance.

Operational safety information

To ensure the continued safe operation of your Fuji Xerox equipment, follow these safety guidelines at all times.

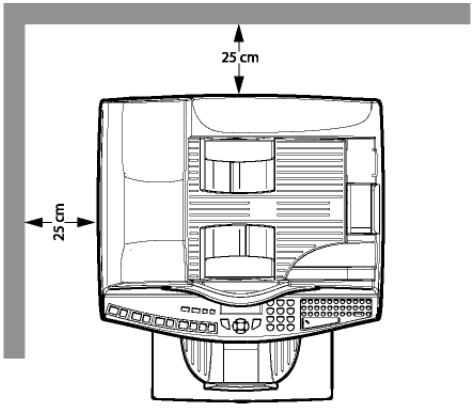
Do these:

- Always connect equipment to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician.

▷ This equipment must be connected to a protective earth circuit.

This equipment is supplied with a plug that has a protective earth pin. This plug will fit only into an earthed electrical outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet.

- Always follow all warnings and instructions that are marked on or supplied with the equipment.
- When moving the machine, be sure to unplug all cords including the power cord. If tilted, the machine may fall over and cause injuries.
- Always locate the equipment in an area that has adequate ventilation, and space for servicing.
- Always use materials and supplies specifically designed for your Fuji Xerox equipment. Use of unsuitable materials may result in poor performance.
- Always unplug this equipment from the electrical outlet before cleaning.
- Make sure that you do not block the aeration grill located on the left side of the terminal. When installing the terminal close to a wall, make sure that the distance between the wall and the rear, and the wall and the left hand side of the terminal is at least 25 centimeters, to make opening of the cover easier and so as not to block the aeration grill of the terminal. A poorly ventilated machine can cause excessive internal heat and fire. The accompanying diagram shows the minimum clearances required for normal operation, consumables replacement, and maintenance to ensure your machine operates at peak performance. Your Xerox representative will provide necessary support for the proper installation of the machine.



- This machine is capable of operating normally within the following recommended environmental limits.

  Temperature range:
  10°C to 35°C with fluctuation of 10°C per hour
  Humidity range:
  20% to 80% (no condensation) with fluctuation of 20% per hour

  Note: Sudden temperature fluctuations can affect copy quality. Rapid heating of a cold room can cause condensation
  inside the machine, directly interfering with image transfer.

Do not do these:

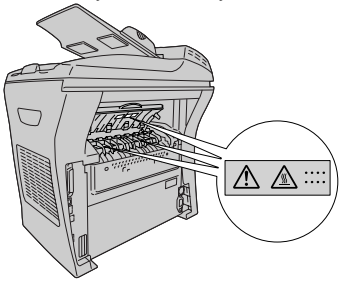
- Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet.
- Never attempt any maintenance procedures that are not specifically described in the customer documentation.
- This equipment should not be placed in a built-in unit unless proper ventilation is provided. Please contact your authorized local dealer for further information.
- Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers.
- Never locate the equipment near a radiator or any other heat source.
- Never push objects of any kind into the ventilation openings.
- Never override or “cheat” any of the electrical or mechanical interlock devices.
- Never operate the equipment if you notice unusual noises or odors. Disconnect the power cord from the electrical outlet and contact your local Fuji Xerox Service Representative or Service Provider immediately.

Maintenance information

Do not attempt any maintenance procedures that are not specifically described in the customer documentation supplied with the machine.

- Do not use aerosol cleaners. The use of cleaners that are not approved may cause poor performance of the equipment, and could create a dangerous condition.
- Use supplies and cleaning materials only as directed in the customer documentation. Keep all these materials out of the reach of children.
- Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.

- Do not perform any maintenance procedures unless you have been trained to do them by an authorized local dealer or unless a procedure is specifically described in the customer documentation.
- Never touch a labelled area found on or near the heat roller. You can get burnt. If a sheet of paper is wrapped around the heat roller, do not try to remove it by yourself to avoid injuries or burns. Switch off the machine immediately, and contact your Xerox Customer Support Centre.



Ozone safety information

This product will produce ozone during normal operation. The ozone produced is heavier than air and is dependent on copy volume. Adhering to the correct environmental conditions as specified in the installation instructions will ensure that the concentration levels meet safe limits.

If you need additional information about ozone, please request the Fuji Xerox publication Ozone from your Service Provider.

For consumables

Store all consumables in accordance with the instructions given on the package or container.

▷ Keep all consumables away from the reach of children.

▶ Never use a vacuum cleaner when you clean spilled toner. It can cause explosion as the toner fills the vacuum cleaner and gets sparks. Use a broom or a wet cloth.

▶ Never throw toner or a toner container into an open flame. It can cause an explosion and you can get burnt.

Product safety certification

This product is certified according to IECEE "The IEC System for Conformity Testing and Certification of Electrical Equipment" CB scheme using the Safety standards IEC60950-1 Edition1 (2001).

This product was manufactured under a registered ISO 9001 Quality system.

THE OBJECTIVE OF THE INTERNATIONAL ENERGY STAR PROGRAM

To protect the global environment and conserve energy sources, the International Energy Star Program encourages the following product features. Fuji Xerox confirms that WorkCentre 220 satisfies the requirements for this program.

Sleep Mode feature (Eco Energy)

This product has a power-saving feature, which switches the machine to the Sleep Mode automatically if the machine is on and not operated for a certain period of time. In this mode, the machine consumes minimum power.

LEGAL NOTICE

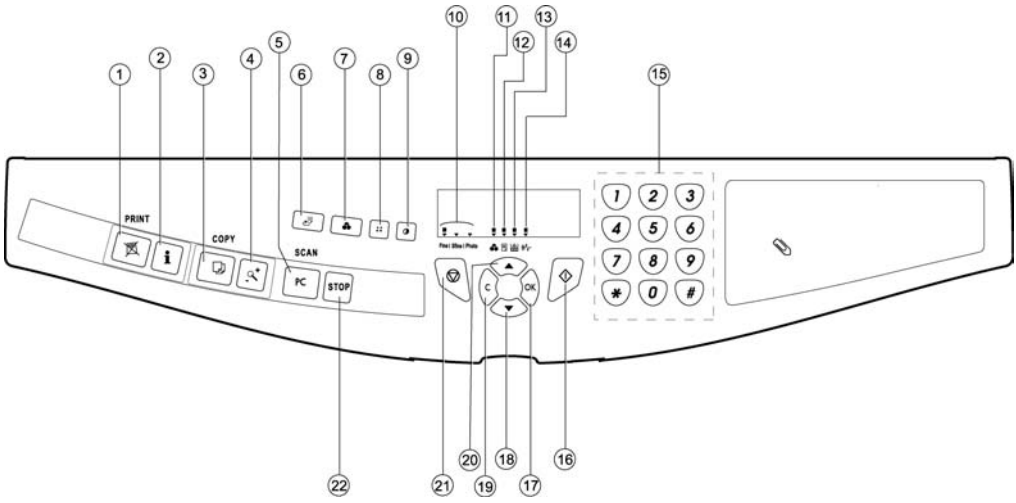
Copying or printing certain documents may be illegal in your country. Penalties of fines or imprisonment may be imposed on those found guilty. The following are examples of items that may be illegal to copy or print in your country.

- Currency
- Banknotes and checks
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

CONSOLE

1. Key : stops current printing.
2. Key : help in terminal use.
3. Key : local photocopy.
4. Key : reduce or enlarge.
5. Key **PC** : scan to PC / scan to FTP.
6. Key : double sided printing
7. Key : selection of color mode.
8. Key : scan resolution.
9. Key : contrast setting.
10. Scan resolution (Fine (Fin), SFine (Super Fin), Photo).
11. Icon : color mode selected.
12. Recto/Verso print indicated :
    * On : duplex mode activated.
    * Out : printing mode deactivated.
13. Indicator reserve "Toner" :
    On : end of toner.
    Flashing : near the end of toner.
14. Indicator printer paper jam .
15. Digital keyboard.
16. Key : validation/ local copy.
17. Key **OK** : validates displayed selection.
18. Key : access to menu and browsing in menus downwards.
19. Key **C** : return to previous menu and correction of text.
20. Key : browsing in menus upwards.
21. Key : stops current operation.
22. Key STOP : stops current operation.



2 INSTALLATION

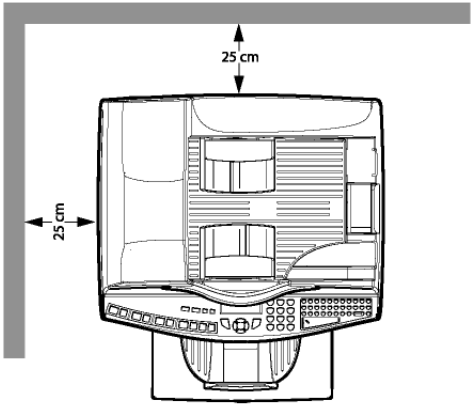
INSTALLING YOUR TERMINAL

INSTALLATION REQUIREMENTS

A proper location helps to ensure that your printer provides you with the long service life for which it is designed. Double-check to make sure that the location you select has the following characteristics.

- Always locate the equipment in an area that has adequate ventilation, and space for servicing.
- Never operate the equipment if you notice unusual noises or odors. Disconnect the power cord from the electrical outlet and contact your local Fuji Xerox Service Representative or Service Provider immediately.
- Plug the power cord directly into a grounded electrical outlet easily accessible. Do not use an extension cord. If you do not know whether an outlet is grounded, consult a qualified electrician.
- Never locate the equipment near a radiator or any other heat source.
- Do not obstruct the ventilation openings.
- Make sure that you do not block the aeration grill located on the left side of the terminal. When installing the terminal close to a wall, make sure that the distance between the wall and the rear, and the wall and the left hand side of the terminal is at least 25 centimeters, to make opening of the cover easier and so as not to block the aeration grill of the terminal. A poorly ventilated machine can cause excessive internal heat and fire. The accompanying diagram shows the minimum clearances required for normal operation, consumables replacement, and maintenance to

ensure your machine operates at peak performance. Your Xerox representative will provide necessary support for the proper installation of the machine.



Operational precautions

Note the following important precautions whenever using the printer.

Operating Environment

This machine is capable of operating normally within the following recommended environmental limits.

- Temperature range:
  10°C to 35°C with fluctuation of 10°C per hour
- Humidity range:
  20% to 80% (no condensation) with fluctuation of 20% per hour

Note - Sudden temperature fluctuations can affect copy quality. Rapid heating of a cold room can cause condensation inside the machine, directly interfering with image transfer.

Terminal

The following describes precautions for using the terminal.

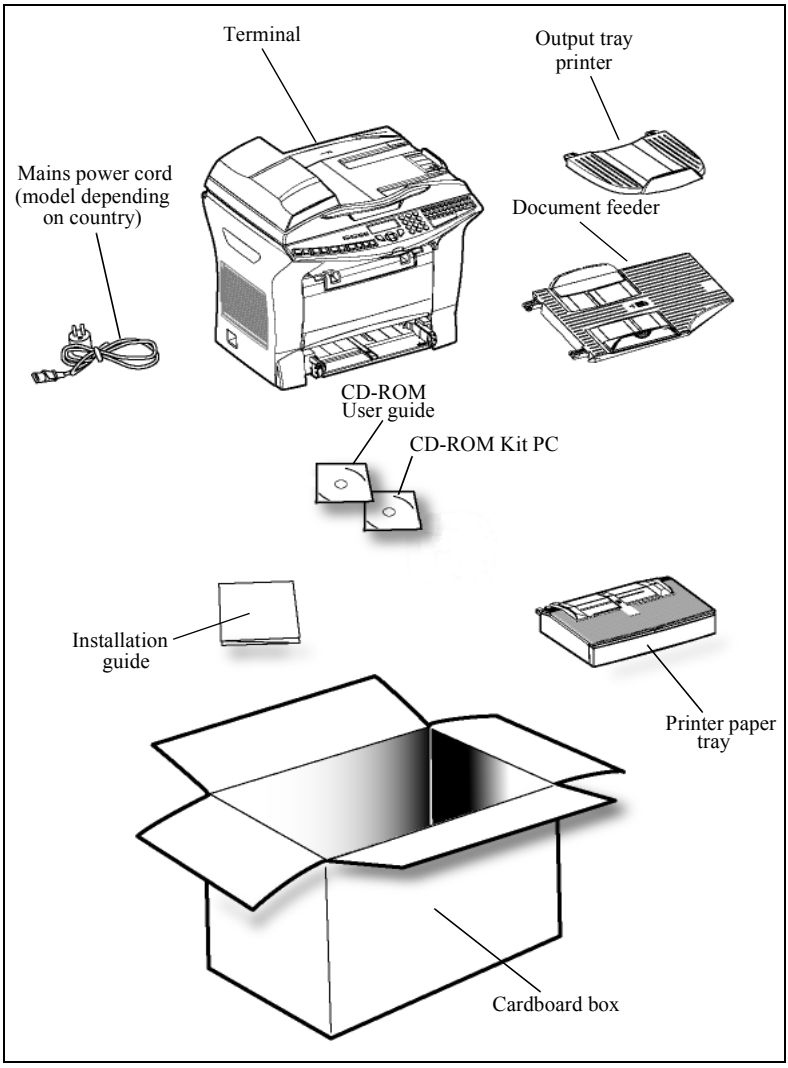
- If any of the following conditions occur, switch off the power to the machine immediately and disconnect the power cord from the electrical outlet. Call an authorized local service representative to correct the problem.
  - The equipment emits unusual noises or odors.
  - The power cord is damaged or frayed.
  - A wall panel circuit breaker, fuse, or other safety device has been tripped.
  - Liquid has spilled into the equipment.
  - The equipment is exposed to water.
  - Any part of the equipment is damaged.
- When moving the machine, be sure to unplug all cords including the power cord. If tilted, the machine may fall over and cause injuries.
- Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers.
- Do not place objects on the power cord.

- Do not place this equipment where people might step on or trip over the power cord.
- Never push objects of any kind into slots or openings on the equipment.

Caution - This product will produce ozone during normal operation. The ozone produced is heavier than air and is dependent on copy volume. Adhering to the correct environmental conditions as specified in the installation instructions will ensure that the concentration levels meet safe limits. If you need additional information about ozone, please request the Fuji Xerox publication Ozone from your Service Provider.

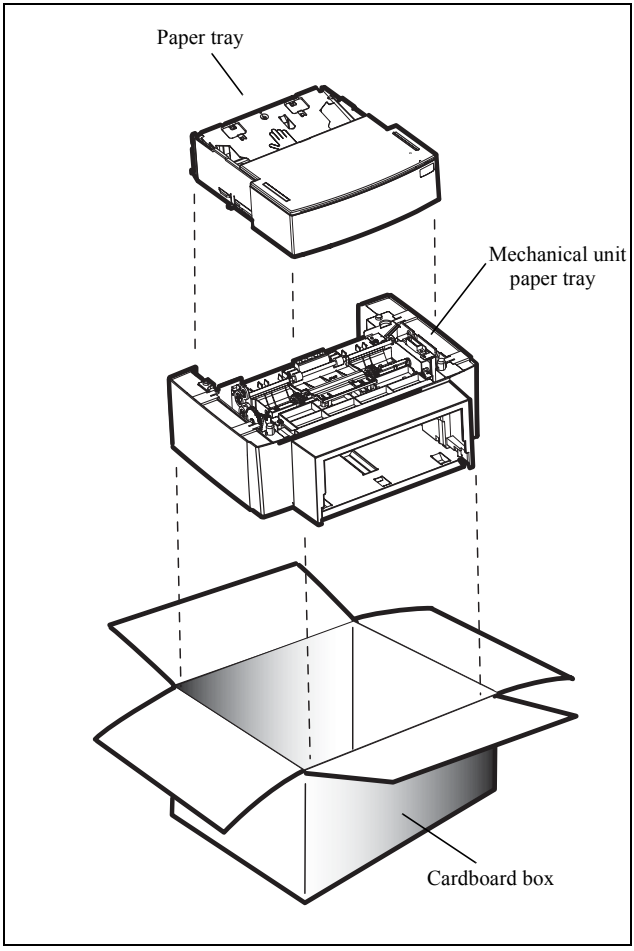
UNPACKING THE BOX

- Take the protection profiles, the packing material and the machine out of the shipping box.
- Check that the following parts are in the box.



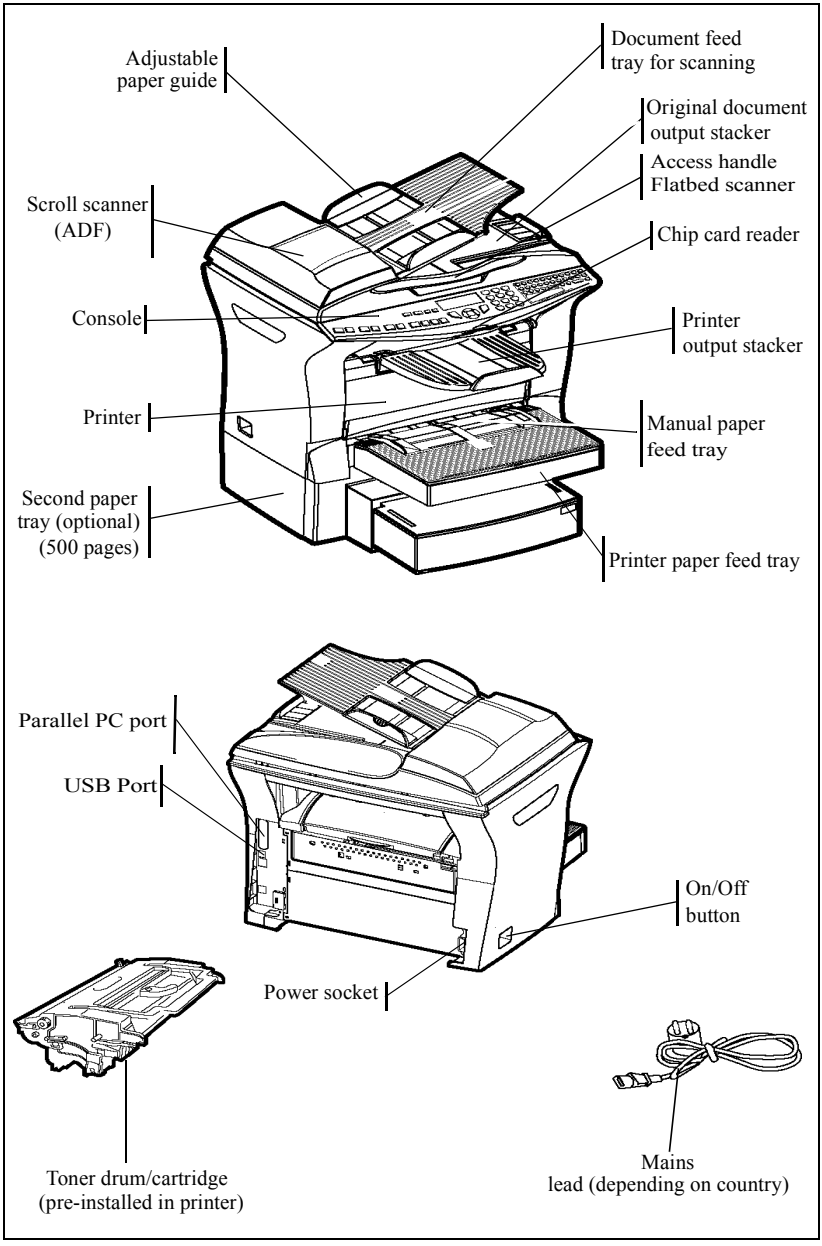
UNPACKING THE ADDITIONAL PAPER TRAY (OPTIONAL)

☞ Remove the plastic bags and check for the parts illustrated below.



Installing the additional paper tray (refer to paragraph **Description**, page 2-6)

DESCRIPTION

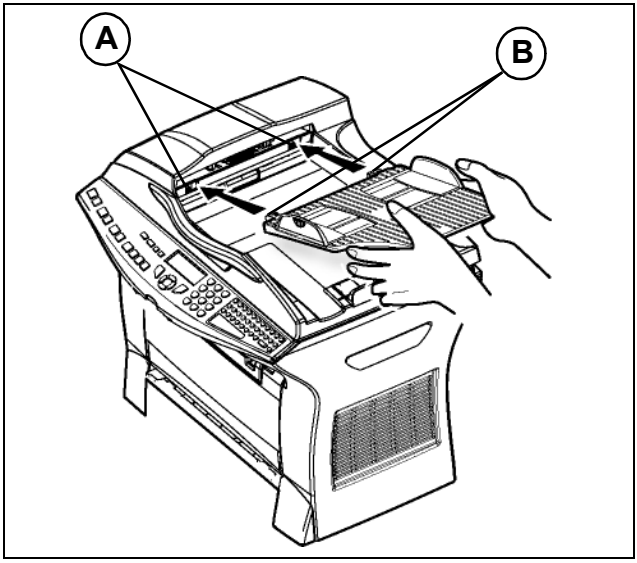


INSTALLING THE REMOVABLE PARTS

This section details the installation of the terminal's removable parts.

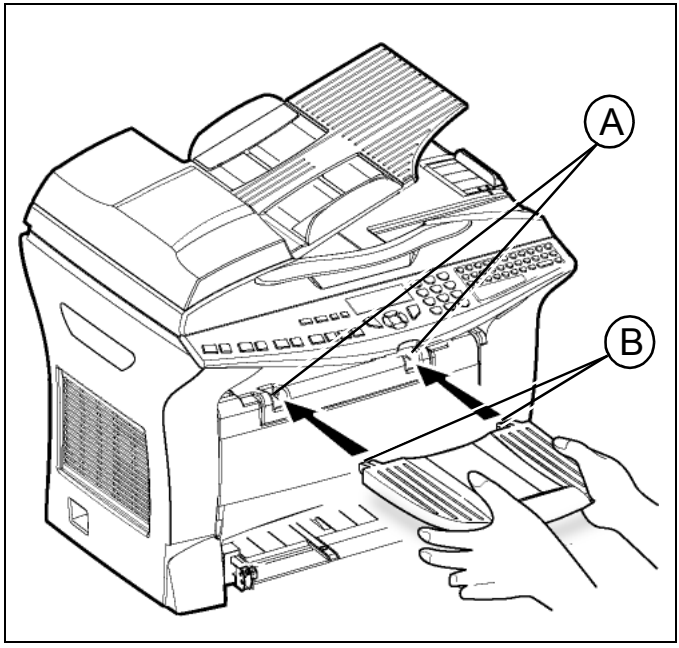
INSTALLING THE SCANNER PAPER TRAY

☞ Secure the document feeder by fitting the two clips (**B**) in the notches (**A**) provided for this purpose.



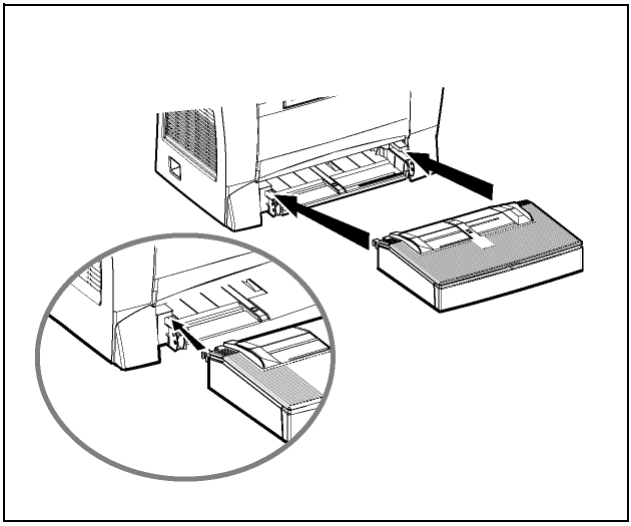
INSTALLING THE PRINTER OUTPUT STACKER

☞ Insert the two clips (**B**) of the stacker into the notches (**A**) provided for this purpose.



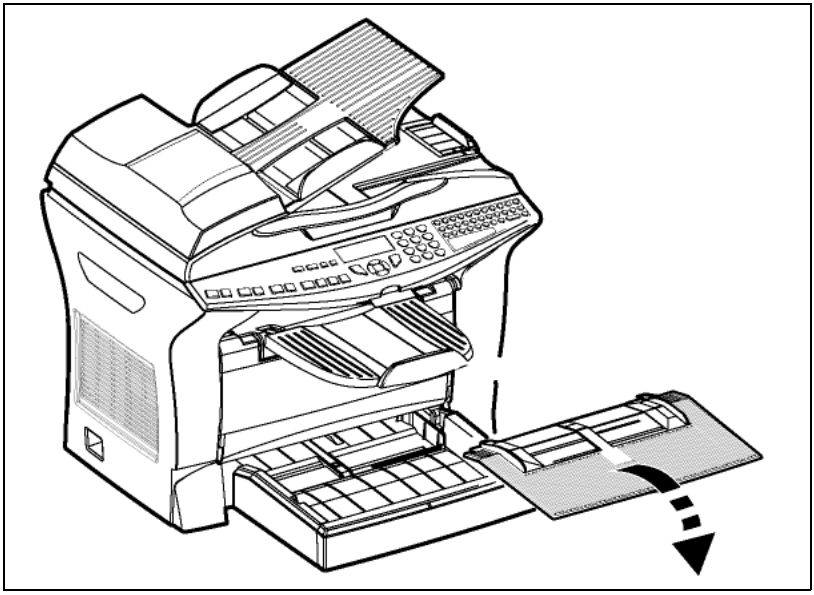
INSTALLING THE PRINTER PAPER TRAY

☞ Laying the tray with the left and right clips to the printer, slowly press the tray until it has docked against the bottom of the notches (as shown in the drawing).

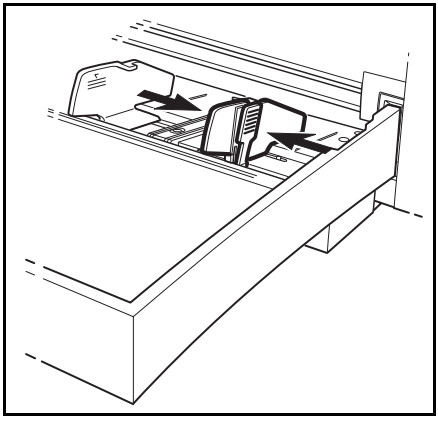


LOADING PAPER

☞ Remove the cover from the printer paper tray.



☞ Press the paper size guide inside the tray on the right, in order to push both paper size guides to the left or to the right.



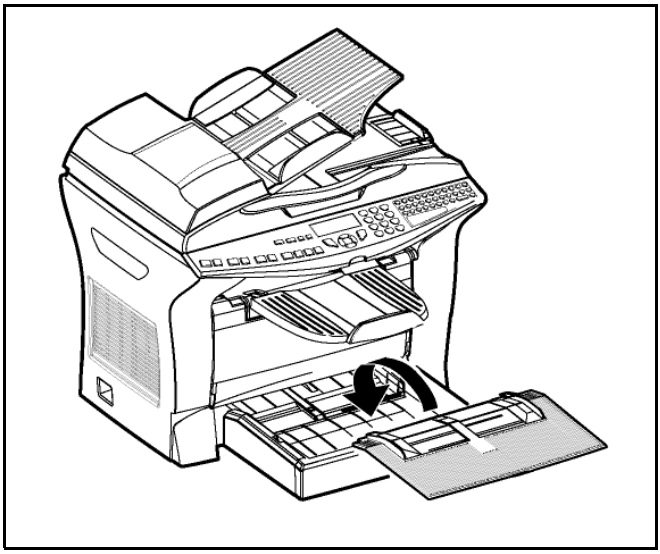
☞ Put a stack of paper into the tray (do not put in more than 250 pages). In case of letterhead paper, be sure to place the paper printed side up.

☞ Secure the stack of paper by pushing the paper size guides against the right and left edges of the stack.

Note - **Do not add paper to the tray while the machine is printing.**

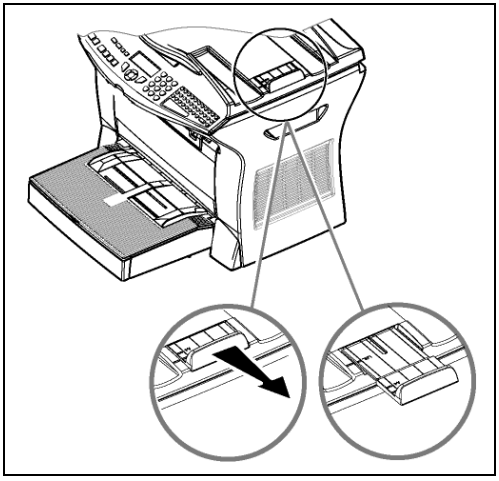
Paper useable in the printer :	
Printer paper tray	60 to 90 g/m^2
Manual feed	60 to 160 g/m^2

☞ Replace the printer paper tray cover.



ADJUSTING THE ORIGINAL DOCUMENT OUTPUT TRAY

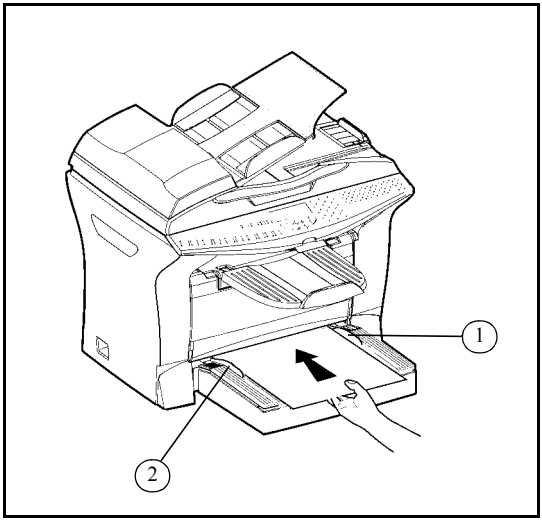
☞ Depending on the size of paper to scan, A4 or LGAL (LEGAL), adjust the supply stop.



LOADING PAPER IN MANUAL MODE

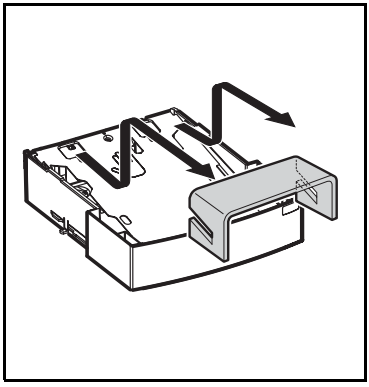
When printing on special paper, such as **60** to **160** g/m^2 maximum color paper or transparent file (laserprinter compatible), you should load the paper manually, up to 10 sheets maximum. Insert your sheet of paper or film between the two feed pawls 1 and 2 located on the paper tray cover until it stops in the printer.

☞ Adjust to the size of the paper or film using the paper size guide **1** or **2**.



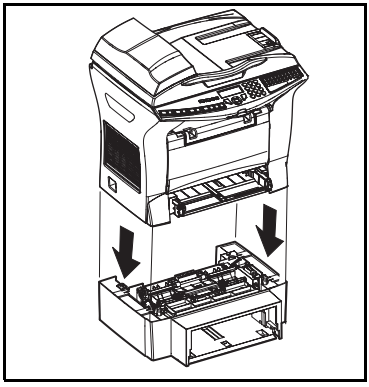
INSTALLING THE SECOND PAPER TRAY (OPTIONAL)

1. Remove the second paper cassette unit and tray 2 from their packaging, including the protective tape used to hold the various components in place.

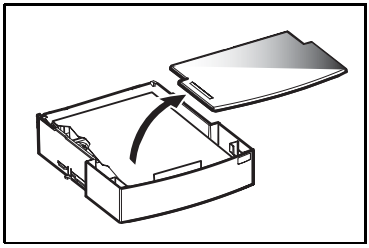


3. Remove the paper tray cover.

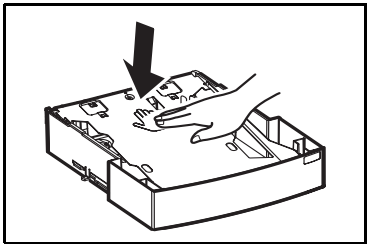
2. Position the printer above the additional paper tray unit. Align the coupling pins of the additional paper tray unit with the corresponding notches in the bottom of the printer.



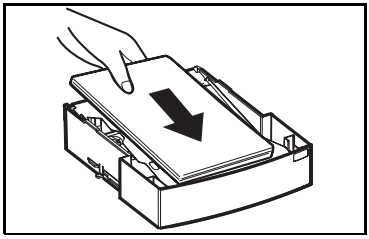
4. Press the support plate located on the paper tray until it locks into position.

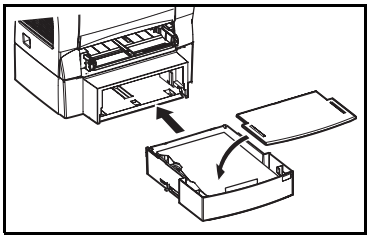


5. Put a stack of 500 paper sheets, maximum, into the paper tray, making sure to always position the paper so that the up-side, when the paper is packed, is always facing up.

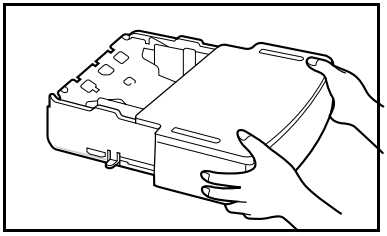


6. Put the cover back onto the tray, and insert the paper tray into the additional paper unit.

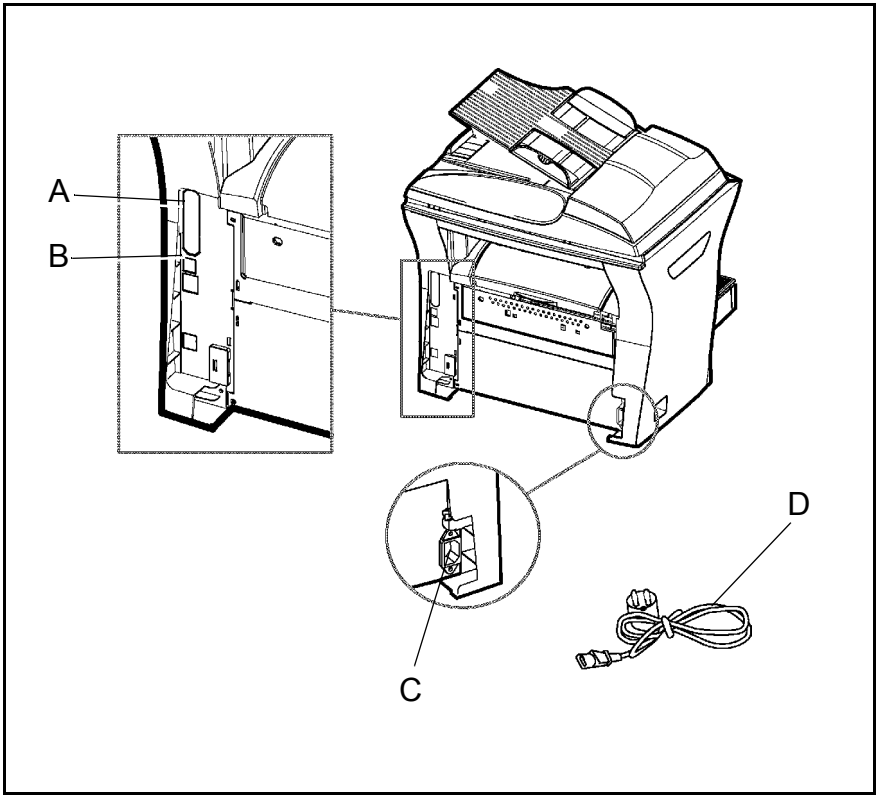




Note - Always get hold of the paper tray with both hands when removing it or putting it back into the additional paper unit.



CONNECTIONS



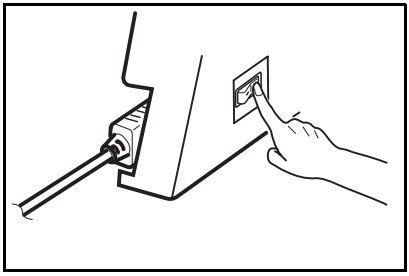
☞ Make sure the On/Off switch is in position **O** (Off).

A : Parallel port

B : USB Port

C :Mains plug

D : Mains power cord (model depending on country)



POWER LINE CONNECTION AND SWITCH ON

Caution - Refer to **Safety notes** in **Before Using the Machine**.

- ☞ Plug the end of the mains power cord (E) into the socket (D) of the terminal and the other end in the wall outlet.
- ☞ Set the On/Off switch to position "**I**" (**On**).

After a few seconds, when the printer has warmed up, WORKCENTRE 220 will appear. To adjust the language of your terminal, refer to paragraph **Setting your machine**, page 4-1.

3 GETTING STARTED

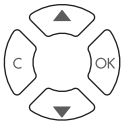
NAVIGATION METHODS

PRESENTATION

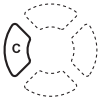
The navigator gives you access to the menus visible on screen.

The navigator

This navigator has 4 keys and allows you to move within the menus available on your machine.

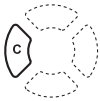


Moving within the menus

To	Use key	Symbol used
Confirm entry and go to the following menu.		**OK**
Select the next line in a menu.		▼
Select the previous line in a menu.		▲
Return to the previous menu.		**C**
Confirm and exit from the current menu.		◈
Exit without confirming from the current menu.		▽

Moving within a data entry field

To	Use key	Symbol used
Move to the right.		▼
Move to the left.		▲

To	Use key	Symbol used
Confirm your entry.		**OK**
Delete a character by moving the cursor to the left.		**C**
Confirm your entry and return to the initial screen.		⏎

The display screen

The screen has two lines of 16 characters.
The cursor ▶ shows the line you selected.

```
2 ▶  SETUP
5    PRINT
```

For menus with more than two choices, use the ▼ arrow of the navigator to obtain the next (hidden) line of the menu.

ACCESS TO FUNCTIONS

Access to functions may be achieved in two ways.

- Menu-driven access.
- Direct function access.

Menu-driven access

You can print the guide to find out the number of a function by pressing the ℹ key or by scrolling through the menus, as indicated below.

☞ Press the ▼ key, the functions menu appear.

☞ Use the ▲ or ▼ navigator arrows to select the PRINT menu.

```
2    SETUP
5 ▶  PRINT
```

☞ Validate your choice by pressing **OK**.

☞ When in the selected menu, use the ▲ or ▼ navigator arrows to move the cursor ▶ in front of the required sub-function.

```
51▶ FUNCTIONS LIST
54   SETUP
```

☞ Validate your choice by pressing **OK**.

Direct access by number

You may print the functions list to find out the number of a function.

From the stand-by mode:

☞ Press successively the ▼ key and dial the number of the required function. Validate your choice by pressing **OK**.

GUIDE TO FUNCTION LIST

MAIN MENU 2: ***SETUP***

Functions	Function description	Page
29 OK - TECHNICALS	Technicals parameters	p. 4-2
20 OK - GEOGRAPHICAL	Geographical settings	p. 4-1
203 OK *LANGUAGE*	Choice of language	p. 4-1

MAIN MENU 5: ***PRINT***

Functions	Function description	Page
51 OK - FUNCTIONS LIST	Function list printing	p. 5-5
54 OK - SETUP	User parameters printing	p. 5-5

MAIN MENU 8: ***ADVANCED FCT***

Functions	Function description	Page
80 OK - CALIBRATION	Scanner calibration	p. 6-17
81 OK - LOCK	Activate an access limitation lock	p. 5-6
811 OK *LOCKING CODE*	Locking code	p. 5-6
812 OK *LOCK KEYBD.*	Activate keyboard lock	p. 5-6
82 OK - COUNTERS	See the activity counters	p. 5-6
823 OK *SCANNED PAGE*	Scanned pages counter	p. 5-6
824 OK *SCANNED SHT*	Scanned sheets counter	p. 5-6

MAIN MENU 8: ***ADVANCED FCT***

Functions		Function description	Page
825 OK	*PRINTED PG*	Printed pages counter	p. 5-6
84 OK	- COPY	CIS scanner settings	p. 5-2
841 OK	*RESOLUTION*	Resolution type choice	p. 5-3
842 OK	*ZOOMING*	Zoom setting	p. 5-3
843 OK	*ASSEMBLED*	Assembled or not copy choice	p. 5-3
844 OK	*ORIGIN*	Origin setting	p. 5-3
845 OK	*CONTRAST*	Contrast setting	p. 5-4
846 OK	*LUMINOSITY*	Luminosity setting	p. 5-4
85 OK	- SCAN. & PRINT	Printer adjustments	p. 5-4
851 OK	*PAPER*	Type of paper choice	p. 5-4
852 OK	*PAPER TRAY*	Paper tray choice[A]	p. 5-4
854 OK	*S.F MARGINS*	Set margins	p. 5-4
855 OK	*FLATBED MARG*	Sheet-feed scanner margins setting	p. 5-4
856 OK	*PRINTER MARG*	Printer margins setting	p. 5-5
857 OK	*PRINTER MARG*	Printer margins setting	p. 5-5
86 OK	- CONSUMABLES	Consumables status	p. 6-2

A. Depending on option

4 SETTING YOUR MACHINE

MAIN SETTINGS

At machine powerup, the screen displays:

You have to set the language parameters, and verify the other parameters listed below.

Geographical settings

Language

This setting enables you to choose a language other than that imposed by the COUNTRY setting.

To select the language:

▼ 203 OK - SETUP / GEOGRAPHICAL / LANGUAGE

☞ Select the required option and press the **OK** key to confirm.

TECHNICAL PARAMETERS

As delivered your machine is preset by default. However, you may adjust it to meet your requirements by resetting the technical parameters.

To set the technical parameters:

▼29 OK - SETUP / TECHNICALS

☞ Select the desired parameter and confirm with **OK**.

☞ With the keys ▲ or ▼, modify the parameter settings by following the table below and press **OK**.

Parameter	Setting	Signification
8 - ECO ENERGY	**1 - WITHOUT** **2 - DELAY 5 MIN** **3 - DELAY 15 MIN** **4 - DELAY 30 MIN**	Choosing the printer standby delay: the printer will switch to standby after a delay (in minutes) of NON-operation.
80 - TONER SAVE	**1 - WITH** **2 - WITHOUT**	Makes printing lighter to save toner cartridge ink.

Your terminal is now configured.

5 OPERATION

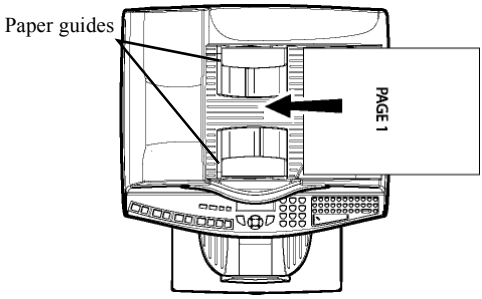
COPYING

Your machine offers to print out one more copies of one or more pages.

DOCUMENT DEPOSITING

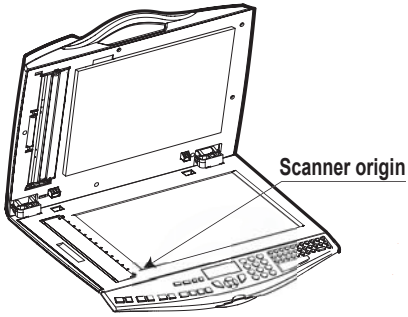
Scanner

From the automatic feeder tray



- ☞ Place your original documents in the document feeder:
  - face printed on the top,
  - first page under the stack.
- ☞ Set the paper guide to the document width.
- ☞ Once the operation is over, take your original documents back from the document exit tray.

From the flat scanner.



- ☞ Using the handle, lift up the document feeder tray.
- ☞ Put your document, with the printed face down on the scanner window. The scanner origin is located at your end, to the left, as shown opposite.
- ☞ Once the operation is complete, lift the document feeder tray and recover your document.

LOCAL COPY

Standard copy

- ☞ Position the document.
- ☞ Press key twice.

"Sophisticated" copy

- ☞ Position the document.
- ☞ Press key .
- ☞ Enter the required number of copies and confirm with the **OK** key.
- ☞ Using the keys ▲ or ▼ select the scan modes **DUPLEX->1-SIDE** or **1-SIDE->1-SIDE** and confirm with the **OK** key.
- ☞ Using the keys ▲ or ▼ select the resolution: **ULTRA FAST**, **FAST**, **QUALITY** or **PHOTO** and confirm with the **OK** key.
- ☞ Using the keys ▲ or ▼ select the degree of contrast and confirm with the **OK** key.
- ☞ Using the keys ▲ or ▼ select the degree of brightness and confirm with the **OK** key.
- ☞ Select the collation mode **COPY ASSEMBLED** or **NOT ASSEMBLED** and confirm with the **OK** key.
- ☞ Using the keys ▲ or ▼ or the numeric key pad or eventually the key dedicated for zoom set up the degree of zoom between **25% TO 400%** and confirm with the **OK** key.

☞ Using the keys ▲ or ▼ or the numerical key pad select the required base values and confirm with the **OK** key.

☞ Using the keys ▲ or ▼ select the type of paper **NORMAL PAPER** or **THICK** and confirm with the **OK** key.

☞ Using the keys ▲ or ▼ select the required paper tray, **AUTOMATIC TRAY**, **UPPER TRAY** or **LOWER TRAY** and confirm with the **OK** key.

SPECIFIC COPY SETTINGS

When the copy quality is no longer satisfactory, you can perform a calibration. To do so, refer to paragraph **Scanner calibration**, page 6-17.

Moreover, a high number of controls let you improve the copy quality.

Scanner settings

▼841 OK - ADVANCED FCT / COPY / RESOLUTION

☞ The Resolution parameter adjusts the photocopying resolution. Select High Speed, Quality or Photo resolution using keys ▲ or ▼, then validate the choice with the **OK** key.

▼842 OK - ADVANCED FCT / COPY / ZOOMING

☞ The zoom setting is used to reduce or enlarge part of the document by choosing the original and the zoom value to apply to the document, 25 to 400 %. Enter the zoom value required using the keys of the digital key pad. Validate the choice with the **OK** key.

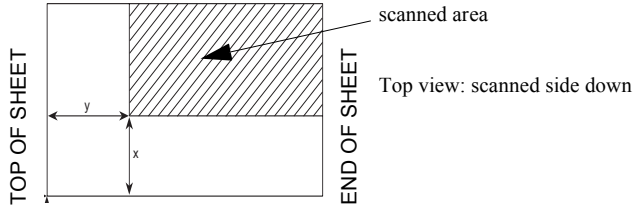
▼843 OK - ADVANCED FCT / COPY / ASSEMBLED

☞ The **ASSEMBLED** parameter is used to define the choice of your printer outputs; either assembled or not assembled. Validate the choice with the **OK** key.

▼844 OK - ADVANCED FCT / COPY / ORIGIN

If you wish, you can change the origin of the scanner.

By entering new values of X and Y given in mm (X < 210 and Y < 286), you will move the scanning zone as shown on the figure below.



☞ Select the X and Y coordinates with keys ▲ or ▼.

☞ Set the required coordinates with the numeric keypad or ▲ or ▼.

☞ Confirm your setting by pressing key **OK**.

▼ 845 OK - ADVANCED FCT / COPY / CONTRAST

☞ The **CONTRAST** parameter is used to select the photocopy contrast. Adjust the contrast using ◑ keys ▲ and ▼, then validate the choice with the **OK** key.

☞ You can also directly adjust the desired contrast using the key, press this key several times until the required adjustment is obtained without using ▼ **845**.

▼ 846 OK - ADVANCED FCT / COPY / LUMINOSITY

☞ The **LUMINOSITY** parameter is used to make your original document lighter or darker. Adjust the brightness required using keys ▲ and ▼, then validate the choice with the **OK** key.

Note - All settings made using this menu become default settings of the machine.

▼ 85 OK - ADVANCED FCT / SCAN. & PRINT

☞ Use keys ▲ or ▼ of the browser to scroll the setting described below that you want to modify. Validate your setting by pressing the **OK** key.

▼ 851 OK - ADVANCED FCT / SCAN. & PRINT / PAPER

☞ Select **NORMAL** or **THICK** paper using keys ▲ and ▼.

☞ Validate your setting by pressing the **OK** key.

Note - When **THICK** paper type is selected, the print speed is slowed down.

Note - Use the manual feeder for paper with a weight greater than 90 g/m^2.

▼ 852 OK - ADVANCED FCT / SCAN. & PRINT / PAPER TRAY

☞ Select the paper tray that you want to use; **AUTOMATIC**, **LOWER** or **UPPER** using keys ▲ and ▼.

☞ Validate by pressing the **OK** key.

▼ 854 OK - ADVANCED FCT / SCAN. & PRINT / S.F MARGINS

If you want to offset the side margins of your document to the left or to the right when scanning with your scroll scanner.

☞ Adjust the offset of the left/right margins (in 0.5mm steps) using keys ▲ and ▼.

☞ Validate by pressing the **OK** key.

▼ 855 OK - ADVANCED FCT / SCAN. & PRINT / FLATBED MARG

If you want to offset the side margins of your document to the left or to the right when scanning with your flat scanner:

☞ Adjust the offset of the left/right margins (in 0.5mm steps) using keys ▲ and ▼.

☞ Validate by pressing the **OK** key.

▼ 856 OK - ADVANCED FCT / SCAN. & PRINT / PRINTER MARG

If you want to offset the side margins of your document to the left or to the right.

☞ Adjust the offset of the left/right margins (in 0.5mm steps) using keys ▲ and ▼.

☞ Validate by pressing the **OK** key.

▼ 857 OK - ADVANCED FCT / SCAN. & PRINT / PRINTER MARG

If you want to offset the side margins of your document to the high or to the low.

☞ Adjust the offset of the high/low margins (in 0.5mm steps) using keys ▲ and ▼.

☞ Validate by pressing the **OK** key.

OTHER FUNCTIONS

PRINTING THE FUNCTIONS LIST

You may print the functions list of your terminal machine at any time.

To print the functions list:

▼ 51 OK - PRINT / FUNCTIONS LIST

PRINTING THE MACHINE SETTINGS

At any moment, you may print the list of your terminal's parameter settings to control any changes possibly made to the default parameters.

Printing the machine settings:

▼ 54 OK - PRINT / SETUP

Your terminal prints the list of stored parameters.

COUNTERS

At any time, you may consult the activity counters of your machine.

To get access to the counters of the machine:

▼ 82 OK - ADVANCED FCT / COUNTERS

These counters indicate the number of:

- scanned pages

▼ 823 OK - ADVANCED FCT / COUNTERS / SCANNED PAGE

- scanned sheets

▼ 824 OK - ADVANCED FCT / COUNTERS / SCANNED SHT

- printed pages

▼ 825 OK - ADVANCED FCT / COUNTERS / PRINTED PG

LOCK

There is a restriction to the use of your terminal:

- locking the keyboard

Entering the locking code

The operator access parameters are confidential; they are protected by a four-digit interlock code that the authorized operators must know.

To access the locking code:

▼ 811 OK - ADVANCED FCT / LOCK / LOCKING CODE

☞ Enter your four-digit interlock code on the keypad.

☞ Confirm by pressing **OK**.

☞ Confirm the interlock code by entering the code one more time.

☞ Press **OK** to confirm.

Note - When a code is already registered, the machine asks you to give the former code before allowing you to modify it.

Locking the keyboard

This function allows you to prevent access to non-authorized persons. An access code must be entered each time a person wants to use the machine.

To access the keypad unlocking menu:

▼ 812 OK - ADVANCED FCT / LOCK / LOCK KEYBD.

☞ Enter the four-digit interlock code.

☞ Press key **OK** to confirm.

☞ With keys ▲ or ▼ of the navigator, select the option **WITH**.

☞ Press key **OK** to confirm.

Note - After each operation, the machine interlocks automatically.

SCAN TO PC

Note - Your machine is provided with a Scan to PC key. This key activates, first of all, the SCAN -TO - PC function, which associated with the Companion Suite Pro kit makes it possible to send an opening notice of a scan function of a PC connected to your machine. For more information, refer to the User Manual provided with your PC Kit (Companion Suite Pro).

6 MAINTENANCE

MAINTENANCE

GENERAL

To ensure the best operating conditions for your machine, it is recommended that you regularly clean the inside.

For normal usage, please respect the following rules:

- Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet.
- Never attempt any maintenance procedures that are not specifically described in the customer documentation.
- Never touch a labelled area found on or near the heat roller. You can get burnt. If a sheet of paper is wrapped around the heat roller, do not try to remove it by yourself to avoid injuries or burns. Switch off the machine immediately, and contact your Xerox Customer Support Centre.
- Never throw toner or a toner container into an open flame. It can cause an explosion and you can get burnt.

For more information, see **Safety Notes** in **Before using the machine**.

REPLACING THE CONSUMABLES (TONER AND DRUM)

To check the remaining capacities of the consumables:

▼ 86 OK - ADVANCED FCT / CONSUMABLES

The toner cartridge and the drum cartridge come with a chip card.

After replacing a consumable item in the printer, you need to inform the machine about its features.

For this purpose, the chip card supplied with each toner cartridge must be read by the machine each time a new consumable item is installed.

Replacing cartridges

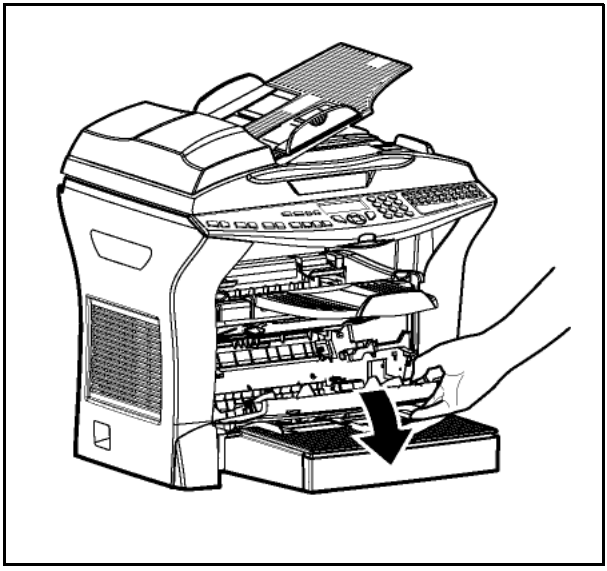
Replacing the toner cartridge

To replace the toner cartridge, proceed as shown below.

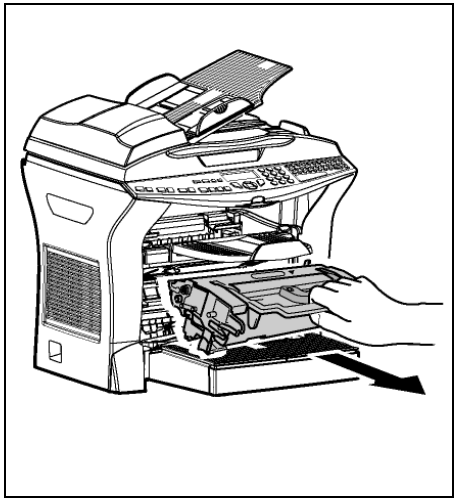
When the display shows:

```
CHANGE TONER
<OK>  TO CONFIRM
```

☞ 1 - Open the printer cover.

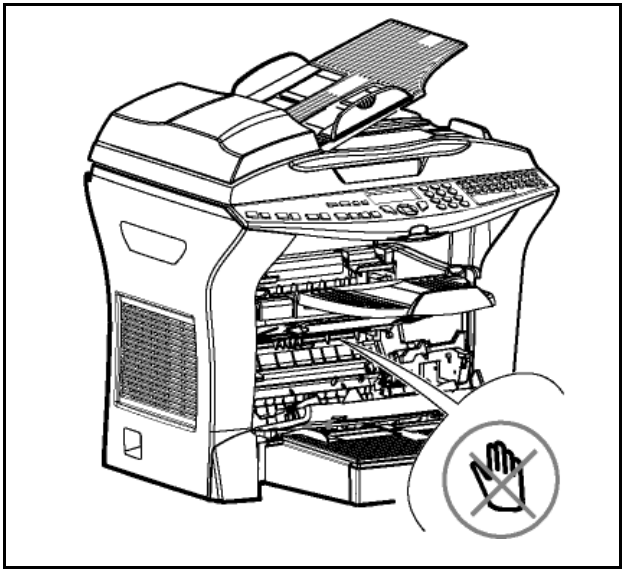


Caution - Never touch a labelled area found on or near the heat roller. You can get burnt. If a sheet of paper is wrapped around the heat roller, do not try to remove it by yourself to avoid injuries or burns. Switch off the machine immediately, and contact your Xerox Customer Support Centre.

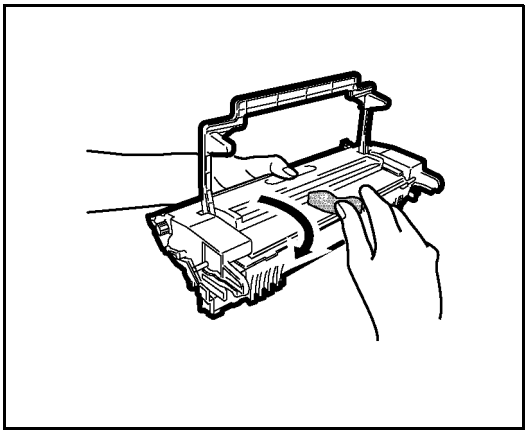


☞ 2 - Remove the drum/toner cartridge assembly.

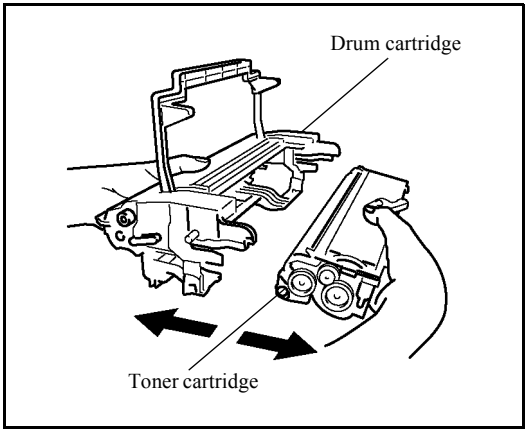
Caution - **Never throw toner or a toner container into an open flame. It can cause an explosion and you can get burntt.**



☞ 3 - Unlock the toner cartridge by turning the blue locking clip as shown in the illustration below.

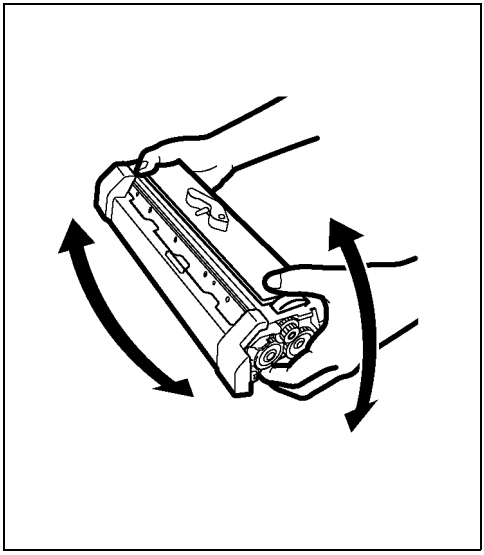


☞ 4 - Separate the drum cartridge from the toner cartridge.

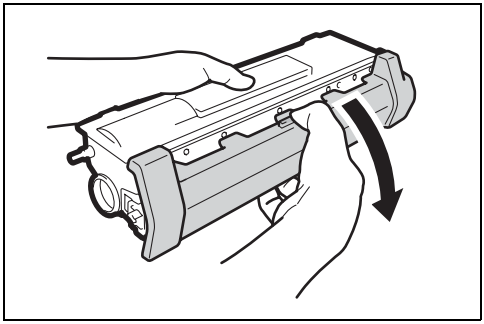


☞ 5 - Remove the new toner cartridge from its box, holding it firmly in both hands.

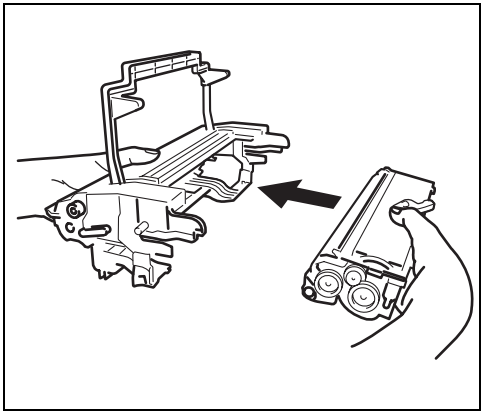
☞ 6 - Shake the toner cartridges alternately in the directions shown by the arrows in the illustration below.



☞ 7 - Remove the protective plastic strip from the cartridge as shown below.

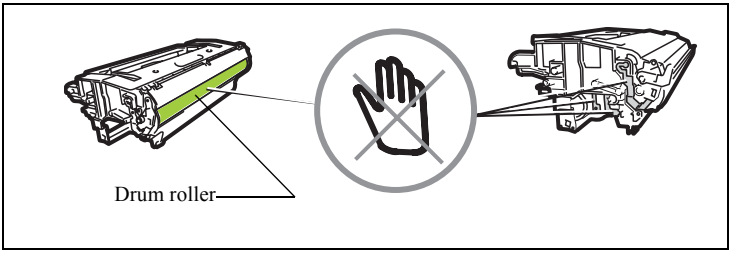


☞ 8 - Insert the new toner cartridge in the drum cartridge until locked in place..

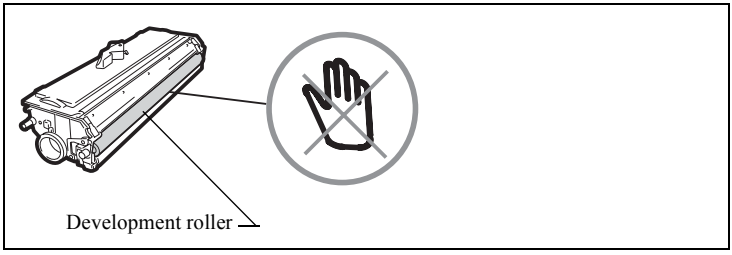


Note - Make sure not to touch the green colored drum roller located under the fold away flap of the drum cartridge, which could cause deterioration to the print quality of your local photocopies.

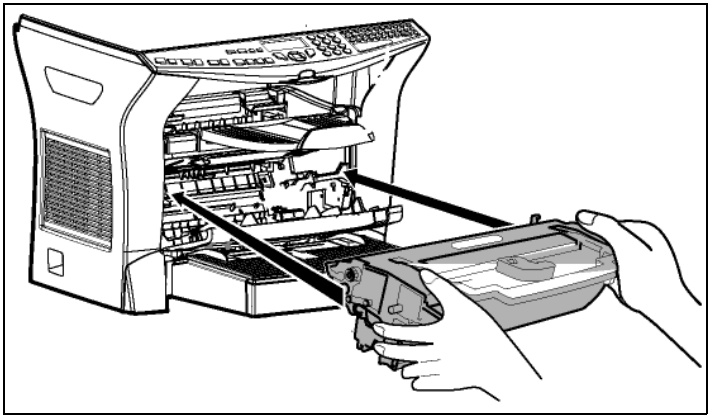
Note - Do not touch the metal parts located on the side of the toner/drum cartridge set as shown below, to prevent causing damage due to possible static electricity discharges.



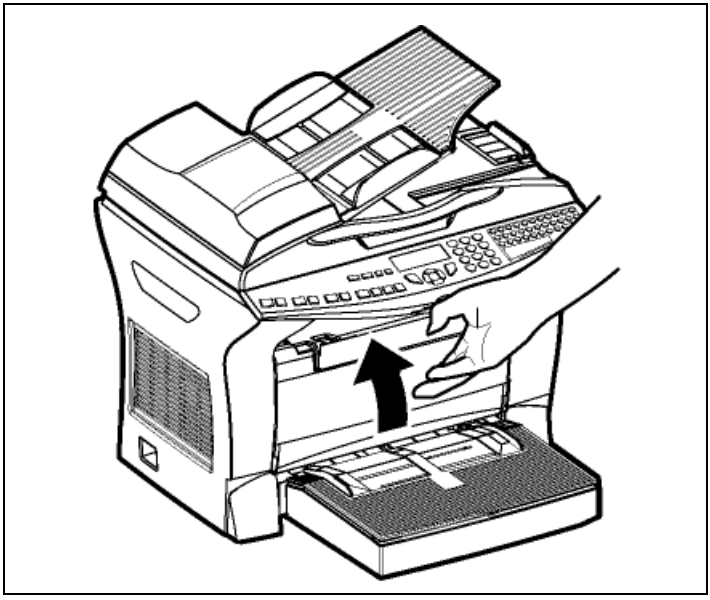
Note - Make sure not to touch the black colored development roller located in front of the toner cartridge, which would cause downgrading to the print quality of your local photocopies.



☞ 9 - Insert the toner/drum cartridge in the printer as shown below.



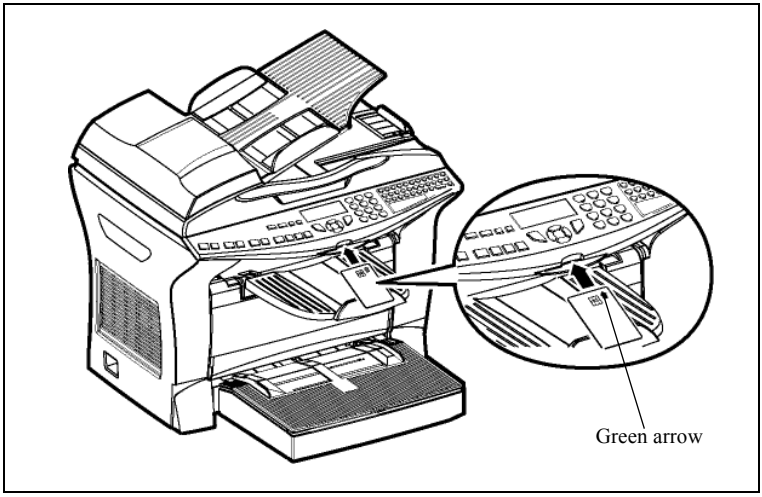
☞ 10 - Close the printer cover pressing it carefully but firmly until it clicks into position.



☞ Press **OK** on the scanner keypad. The display shows:

```
TUE 02 APR 13:39
INSERT GAUGE CARD
```

☞ Insert chip card (supplied with the toner cartridge) into the card reader ensuring that the chip is entered as shown in the drawing below.



☞ The following is displayed on the scanner control panel screen:

```
CHANGE TONER ?
YES= OK - NO= C
```

☞ Press **OK**.

☞ Once the chip card has been read, the display shows:

```
TONER OK
REMOVE CARD
```

☞ Remove the card.

Note - If the following is displayed, check that you have inserted the chip card the right way up:

```
CANNOT READ CARD
REMOVE CARD
```

Note - If the following is displayed, remove the chip card and insert it the right way up, on the green arrow side:

```
ILLEGIBLE
CHANGE SIDE
```

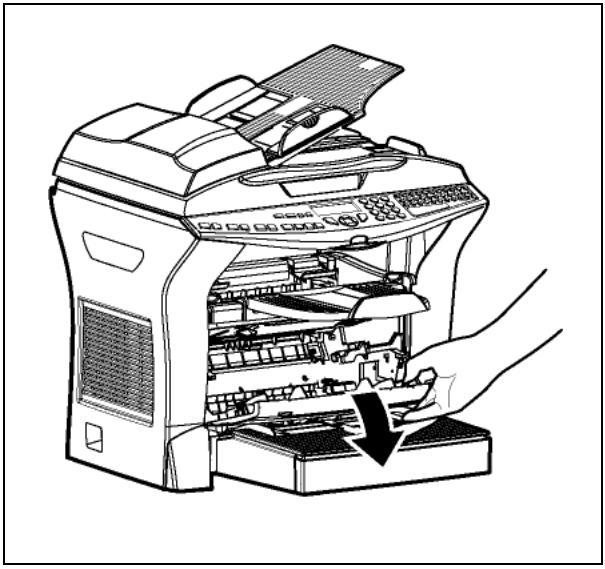
Replacing the drum cartridge

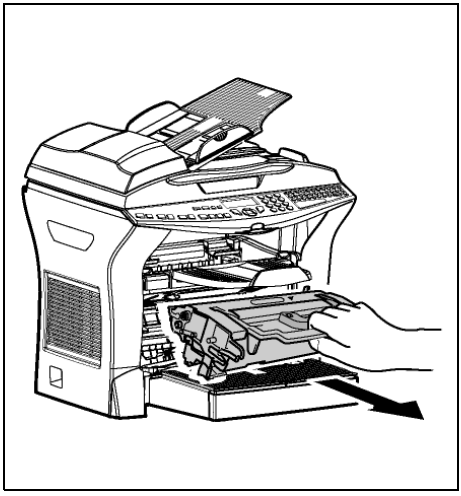
To replace the drum cartridge, proceed as shown below:

When the display shows:

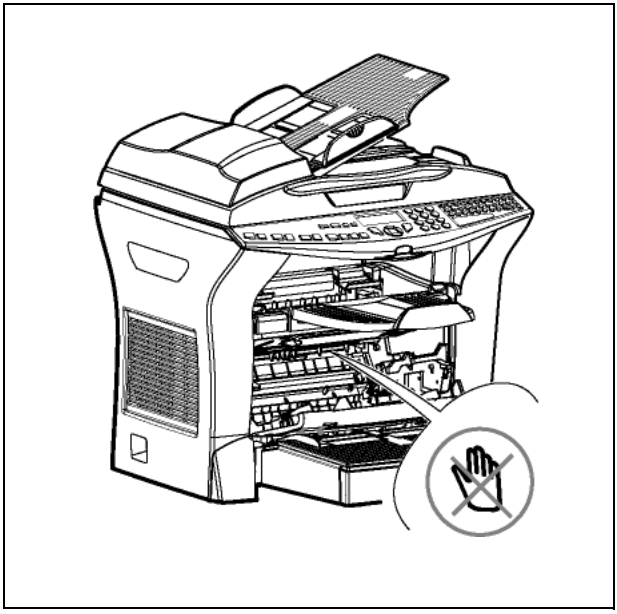
CHANGE DRUM
<OK> TO CONFIRM

☞ 1 - Open the printer cover.



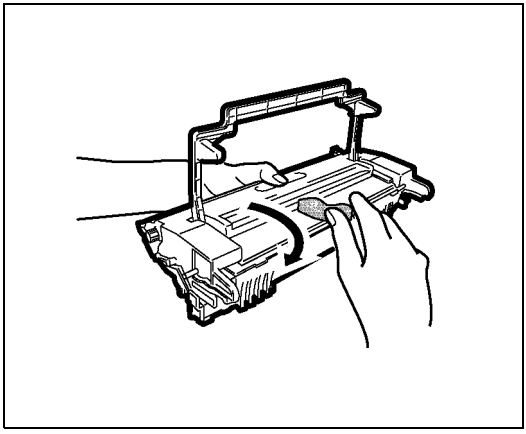


☞ 2 - Remove the former toner/drum cartridge set. **To preserve the environment, do not throw the spent drum cartridge into the dustbin. Dispose of the drum cartridge according to the local regulations in force.**

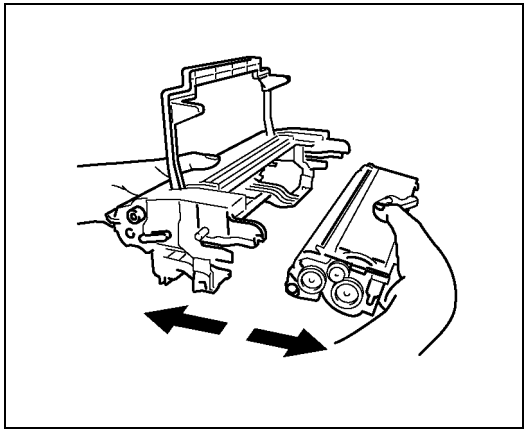


Caution - Never touch a labelled area found on or near the heat roller. You can get burnt. If a sheet of paper is wrapped around the heat roller, do not try to remove it by yourself to avoid injuries or burns. Switch off the machine immediately, and contact your Xerox Customer Support Centre.

☞ 3 - Unlock the toner cartridge by turning the blue locking clip in the direction shown in the illustration below.



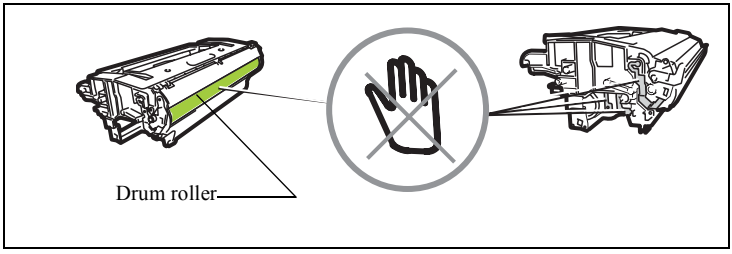
☞ 4 - Separate the drum cartridge from the toner cartridge.



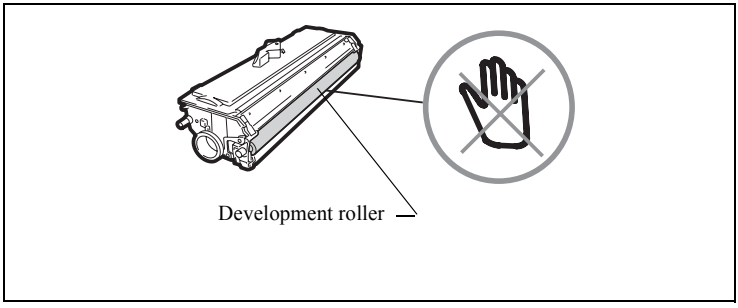
☞ 5 - Remove the new drum cartridge from its box, holding it firmly in both hands.

Note - Make sure not to touch the green colored drum roller located under the fold away flap of the drum cartridge, which could cause deterioration to the print quality of your local photocopies.

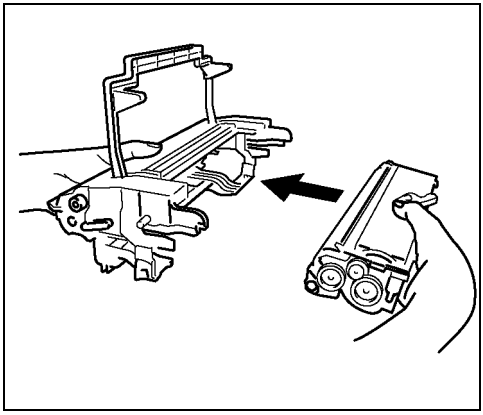
Note - Do not touch the metal parts located on the side of the toner/drum cartridge set as shown below, to prevent causing damage due to possible static electricity discharges.



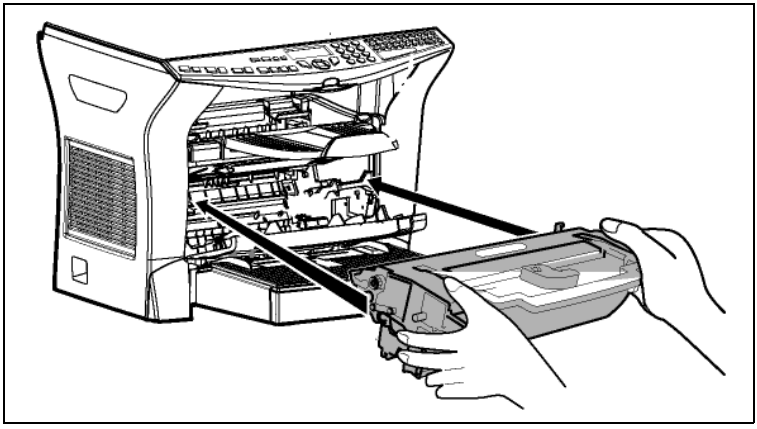
Note - Make sure not to touch the black colored development roller located in front of the toner cartridge, which would cause downgrading to the print quality of your local photocopies.



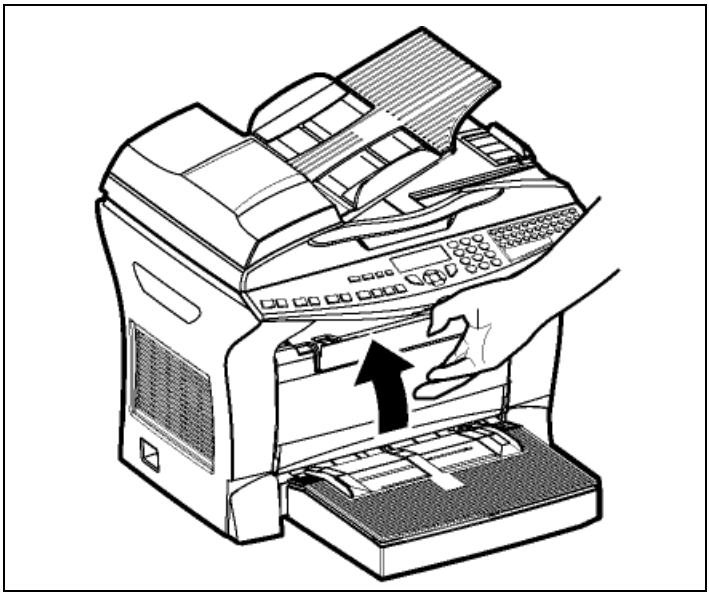
☞ 6 - Insert the new toner cartridge in the drum cartridge until locked in place.



☞ 7 - Insert the toner/drum cartridge in the printer as shown below.



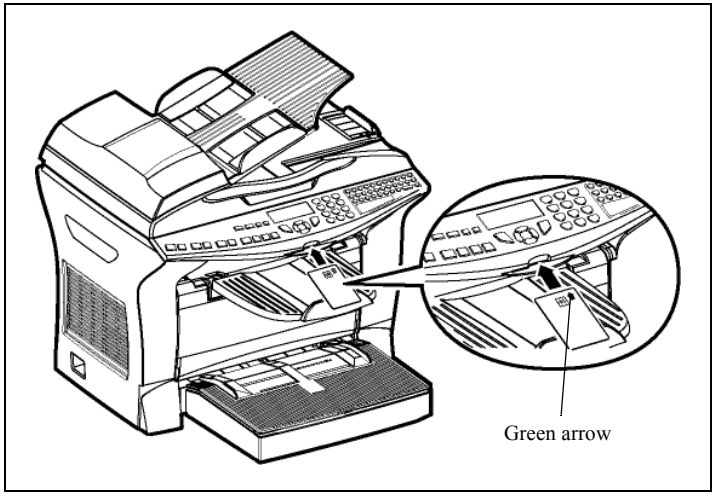
☞ 8 - Close the printer cover pressing it carefully but firmly until it clicks into position.



☞ 9 - Press the **OK** key on the scanner control panel. The display shows:

```
TUE 02 APR 13:39
INSERT GAUGE CARD
```

☞ 10 - Insert the gauge card (supplied with the drum cartridge) into the card reader ensuring that the chip is entered as shown in the drawing below.



☞ 11 - The following is displayed on the scanner control panel screen:

```
CHANGE DRUM ?
YES= OK - NO= C
```

☞ 12 - Press **OK**.

☞ 13 - Once the chip card has been read, the display shows:

```
DRUM  OK
REMOVE CARD
```

☞ 14 - Remove the card.

Note - If the following is displayed, check that you have inserted the chip card the right way up:

```
CANNOT READ CARD
REMOVE CARD
```

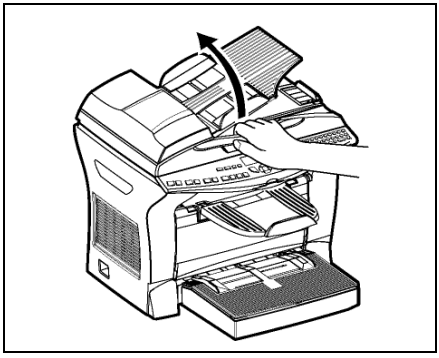
Note - If the following is displayed, remove your card and insert it the right way up:

```
ILLEGIBLE
CHANGE SIDE
```

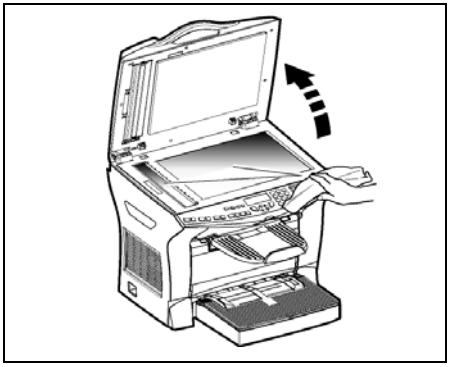
CLEANING

Cleaning the scanner's reading devices

When one or more vertical lines appear on transmitted copies, follow these steps :



☞ Open the scanner cover by pushing it backwards until held vertically in position.



- ☞ Clean the two transparent scanning windows with a soft, lint-free cloth, dampened with alcohol. Close the scanner cover.
- ☞ Make a copy to check that the symptoms have been cleared.

Cleaning the printer

Dust, dirt and paper debris on the outer surfaces and inside the printer can interfere with printer performance. Clean the printer regularly.

Note - Use a soft cloth to clean the printer. Never use abrasive or corrosive detergents.

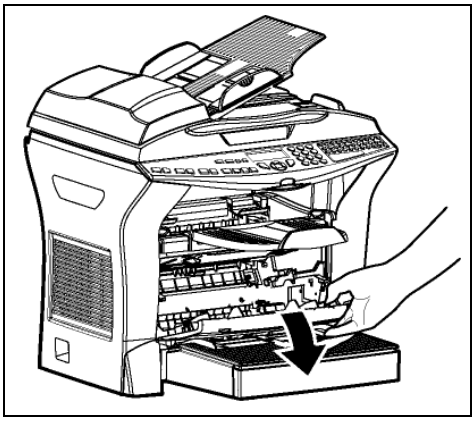
Caution - Never touch a labelled area found on or near the heat roller. You can get burnt. If a sheet of paper is wrapped around the heat roller, do not try to remove it by yourself to avoid injuries or burns. Switch off the machine immediately, and contact your Xerox Customer Support Centre.

Cleaning the outside of the printer

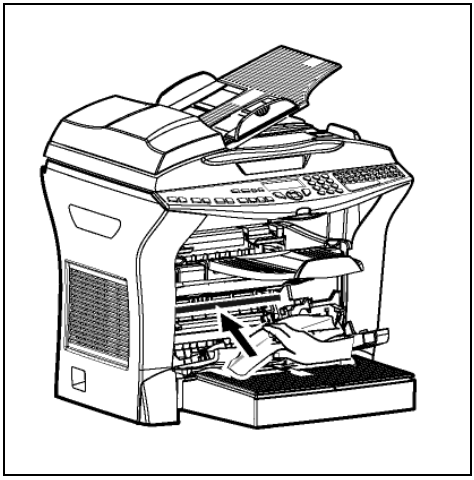
Clean the outside of the printer with a smooth duster.

Cleaning the paper feed roller

- ☞ 1 - Turn off the printer and unplug the power cord.
- ☞ 2 - Remove the drum/toner cartridge set from the machine.



- ☞ 3 - Use a soft cloth to clean the paper feed roller.



- ☞ 4 - Put the drum/tone cartridge set back in place and refer to the Replacing Cartridges paragraph, page 6-2.
- ☞ 5 - Close the printer cover, connect the power lead and power the machine using the switch located on the front left hand side.

Caution - Never touch a labelled area found on or near the heat roller. You can get burnt. If a sheet of paper is wrapped around the heat roller, do not try to remove it by yourself to avoid injuries or burns. Switch off the machine immediately, and contact your Xerox Customer Support Centre.

SERVICING

For guaranteed performance of your terminal, some maintenance work (replacing the fusing unit and the transfer roll) has to be done on the printer approximately every 50,000 printed pages. Please contact your supplier for this operation.

SCANNER CALIBRATION

You can perform this operation when the quality of photocopied documents is no longer satisfactory.

▼ 80 OK - ADVANCED FCT / CALIBRATION

☞ Confirm your choice by pressing the **OK** key.

INCIDENTS

Error messages

If the printer has one of the problems described below, the signal "On" flashes red, and you can't use your machine temporarily. The corresponding message is displayed on the screen.

Message	Action
CHANGE TONER <OK> TO CONFIRM	Replace the toner cartridge. Proceed as indicated **Replacing the toner cartridge**, page 6-2.
CHANGE DRUM <OK> TO CONFIRM	Replace the drum cartridge. Proceed as indicated **Replacing the drum cartridge**, page 6-9.
ILLEGIBLE CHANGE SIDE	Insert your chip card the right way up.
CLOSE FRONT COVE	Close the front cover of the printer.
DRUM NEAR END	The drum is nearly worn out (10% use left).
TONER NEAR END	The toner cartridge is nearly worn out (10% capacity left).

Message	Action
PAPER EMPTY	Install the paper tray. Fill the tray with paper in the required size.
PAPER JAM INSIDE	Open the tray. Remove the jammed sheet.
PAPER JAM EXTERNAL TRAY	Open the cover. Remove the jammed sheet from the print outlet.
PAPER JAM INTERNAL TRAY	Open the cover. Remove the jammed sheet from between the tray and the fusing unit.
PRINTER ERROR XX	Disconnect and reconnect the terminal. If the problem persists, contact your supplier.
PAPER SIZE ERROR	Check paper size (A4 / LETTER / ...).
CHECK PAPER TYPE	Verify that the paper type used complies with manufacturer data (refer to Characteristics paragraph, page 6-28).

Printer paper jam

Inside the printer

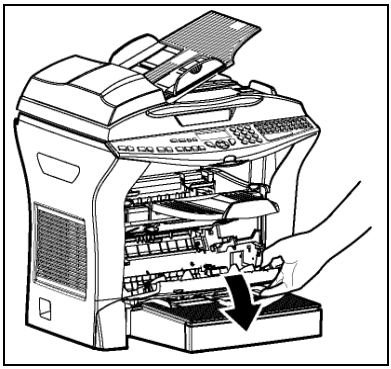
☞ Use the following procedure to remove any sheets of paper jammed inside the printer.

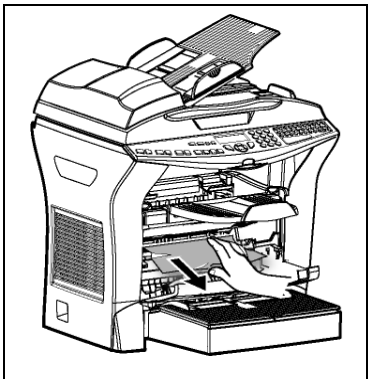
Caution - Never touch a labelled area found on or near the heat roller. You can get burnt. If a sheet of paper is wrapped around the heat roller, do not try to remove it by yourself to avoid injuries or burns. Switch off the machine immediately, and contact your Xerox Customer Support Centre.

☞ Open the front cover of the printer.

☞ Remove the toner/drum cartridge set from inside the printer.

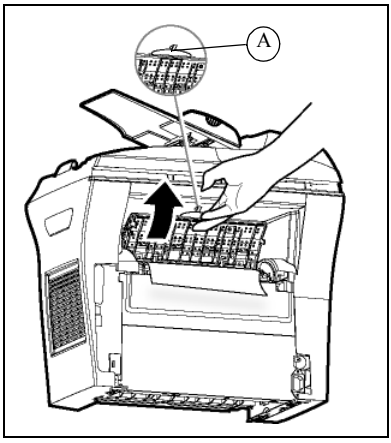
☞ Remove any jammed sheets.

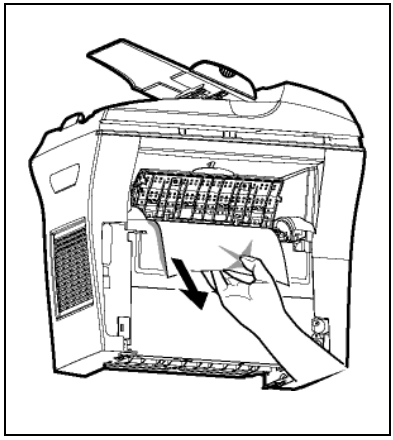




☞ Open the rear cover of the printer until locked behind lug A.

☞ Remove any jammed sheets.





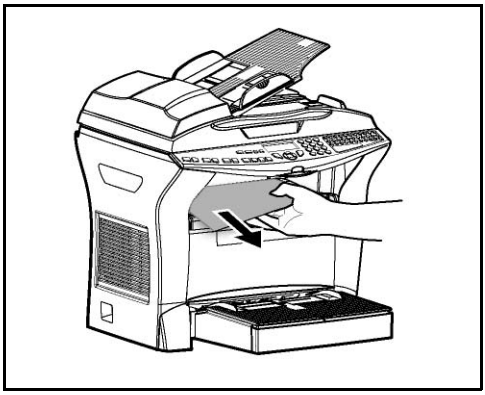
☞ Reinstall the drum/toner cartridge set (refer to Replacing Cartridges paragraph, page 6-2).

☞ Correctly close the front and rear covers of the printer.

Paper jam at the feeders and trays

The figures below show different type of paper jam you might experience when using your machine. Remove any stuck sheets as shown by the arrow depending on where the paper jam occurs.

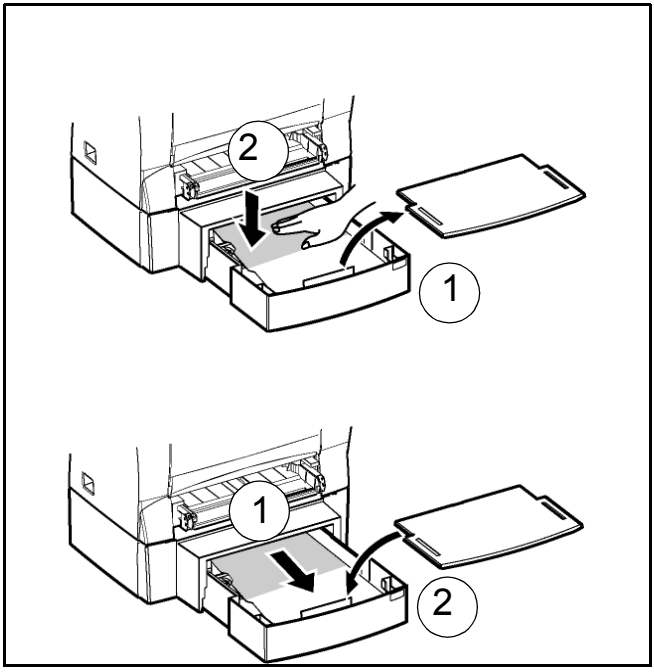
At the printer output stacker



At the paper tray

At the manual feed tray

Second cassette

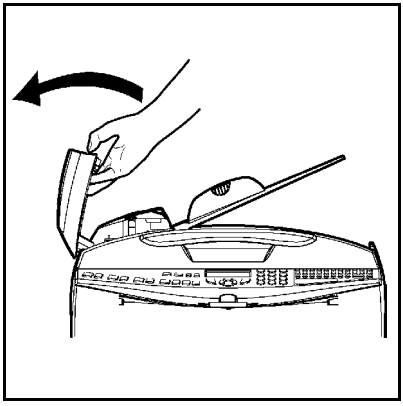


SCANNER INCIDENTS

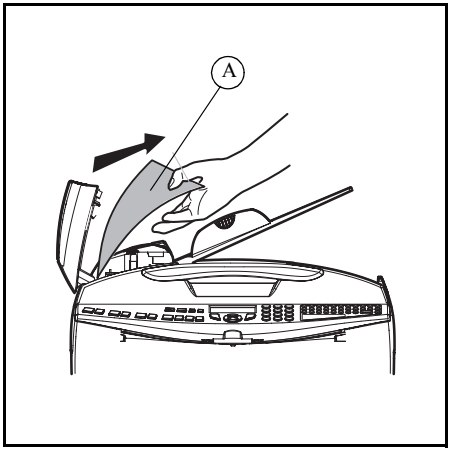
Scanner paper jam

When a paper jam occurs, the following message appears on the control panel screen.
REMOVE DOCUMENT.
If jams often occur in a specific part of the unit, the latter needs to be checked, cleaned or repaired.

☞ Open the scanner cover.



☞ Remove the jammed paper (A) without tearing it.



☞ Then, close the scanner cover.

MISCELLANEOUS INCIDENTS

At switch-on nothing appears on screen

Check that the mains cable is plugged in, and check the mains plug if necessary.

The machine does not detect the presence of your inserted document. The message READY does not appear on the screen.

At the start and during scanning, REMOVE DOCUMENT appears on the screen.

Remove the document or press key ⓥ.

Check the thickness of the document (50 sheets of paper of 80 g/m^2).

Iron out the sheets if needed.

Help the sheets along.

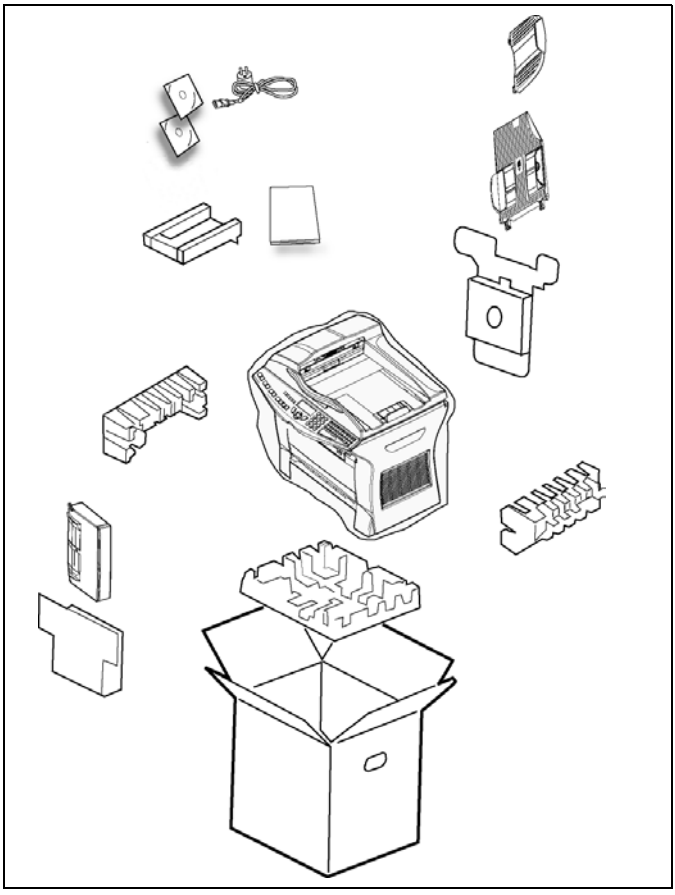
You receive a blank page

Make a photocopy of a document ; if it is correct then your machine is functioning normally. Call back the subscriber and have him resend the document. It was probably sent with the sheet inserted backwards.

MACHINE PACKING AND TRANSPORTATION

Always use the original package when transporting the machine. Failure to do so could void the warranty.

- 1 - Disconnect the machine from the mains plug.
- 2 - Remove the mains lead, the document feeder tray, the printer output tray and the paper tray; pack in the original boxes.
- 3 - Put the machine in a plastic bag and put it in its original box with all the original wedges.
- 4 - Add all documentation (printer documents and miscellaneous CD Roms) in the box.
- 5 - Correctly close the box with tape.



CHARACTERISTICS

Device type: Office color printing machine, fast operation with all Group 3 devices according to ITU-T recommendations.

UNIT CHARACTERISTICS

Dimensions:	Width: 440 mm Depth: 460 mm Height: 460 mm (without stackers and 500 sheets paper feed tray)
Weight:	14 kg
Electric power supply:	220-240 V - 50-60 Hz - 4.5 A
Power consumption (max. values):	- standby mode: less than 15 W - wait mode: less than 75 W - operation: 580 W (during copy) (850 W peak)
Operating temperature:	- operation: +10°C to 35°C with a maximum difference of 10°C per hour. - storage: +0°C to 40°C with a maximum difference of 10°C per hour.
Operating humidity*:	Operation or storage: 20% to 80% RH (without condensation) with a maximum difference of 20% per hour.
Original document size:	Width: 216 mm max. Height: 297 mm Thickness: 0.05 to 0.15 mm
Document feeder:	Max capacity : sheet stack height 3 mm (ie a normal capacity of 50 pages (80 g/m^2))
Reception size: (A4 size):	A4 size
Reception paper:	Plain paper (copier type (80 g/m^2))
Paper tray capacity:	250 pages max. (80 g/m^2)
Second paper tray (option):	Second paper tray : 500 pages (80 g/m^2)
Scanned image resolution:	Scanner : 300 dpi
Reading system:	CIS optronics reading
Print type:	Laser printing process
Printer resolution	600 x 600 dpi
File format:	- Image : TIFF-F for black/white documents and JPEG for color documents - PDF : monochrome and color

Specifications may change for improvement without prior notice.

* Operating humidity max: 65% RH for temperature higher than 30°C.

CONSUMABLE INFORMATION

For information about consumables, visit http://www.fxprinters.com

CONSUMABLE CHARACTERISTICS

Toner cartridge:	The standard toner cartridge can produce up to 6,000 pages (when printing on A4 paper with a 5% max. black and white ratio). The initial toner cartridge can produce up to 2,000 pages (when printing on A4 paper with a 5% max. black-and-white ratio). The service life of the toner cartridge mainly depends on the type of printed document and the average number of pages per print operation).
Drum cartridge:	The standard drum cartridge can produce up to 20,000 pages. The initial drum cartridge that comes with the printer can produce up to 4,000 pages. Various factors may influence the effective service life of the drum cartridge, namely the environment (temperature, humidity), the average number of pages per print operation, the type of paper used, etc.

LATEST DRIVER INFORMATION

Visit our web site at http://www.fxprinters.com where you can get the latest drivers.

Customer Response Sheet

WorkCentre 220 User Guide

(ME3411E2-1)

To improve our publications, we would appreciate your feedback regarding this guide.
Please take a few moments to complete and return this form to us.

About Yourself

1. How often do you use this guide?
   [ ] Daily [ ] Weekly [ ] Monthly [ ] Infrequently
2. When do you usually refer to the guide?
   [ ] Doing a usual operation [ ] Using unfamiliar features
   [ ] Solving a problem
3. Which part of the guide do you read frequently?
   Chapter/Section/Page:
4. Where do you keep this guide?

(Optional)
Your Name: Occupation:
Company or organization:
Address:

About the Guide

	Strongly agree		Neutral		Strongly disagree
1. It is handy.	1	2	3	4	5
2. It is easy to read.	1	2	3	4	5
3. Titles of chapters and sections make sense.	1	2	3	4	5
4. Information is logically placed.	1	2	3	4	5
5. Referencing is easy.	1	2	3	4	5
6. Content is easy to understand.	1	2	3	4	5
7. The step-by-step instructions are easy to follow.	1	2	3	4	5
8. All necessary information is included.	1	2	3	4	5
9. Illustrations aid in the understanding of content.	1	2	3	4	5
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WorkCentre 220 User Guide
Fuji Xerox Co., Ltd.
Human Interface & Design Development

ME3411E2-1 (Edition 1)
May 2005
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